

DD/S 69-4720

7 NOV 1969

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Inventory of Microform Systems and Equipment

1. The volume of Agency records continues to create a storage problem. Last year's purge resulted in a net gain of only 4,000 cubic feet of storage space. Alternatives other than purging and new construction must be found, and I propose to determine the feasibility of converting large volumes of record material to some type of microform.

2. Several microfilm operations already exist in the Agency, each with its own unique equipment to serve individual requirements of particular components. Several other components have started studies leading to the adoption of their own microform systems. The information processing technology now relates computer and microform systems. Information storage and retrieval systems of the future will require compatible data, equipment, and procedures. If materials stored at the records center are to be converted to microform, it will be necessary that they be retrievable in a form that can be used by the components which have stored them in the first place.

3. To provide for the future I propose first to review the systems and equipment now on hand. We can then evaluate our capabilities and determine a basis for the Agency's overall approach to the use of microforms. In order to identify the resources available, I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this information from each of your components.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

~~CONFIDENTIAL~~

24 October 1969

MEMORANDUM FOR: ~~Executive Director-Comptroller~~
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Equipment

SUBJECT : Inventory of Microform Systems and Equipment

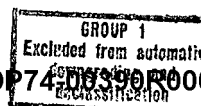
1. The volume of Agency records continues to create a storage problem. Last year's purge resulted in a net gain of only 4000 cubic feet of storage space. Alternatives other than purging and new construction must be found and I propose to determine the feasibility of converting large volumes of record material to some type of microform.

2. Several microfilm operations already exist in the Agency, each with its own unique equipment to serve individual requirements of particular components. Several other components have started studies leading to the adoption of their own microform systems. The information processing technology now relates computer and microform systems. Information storage and retrieval systems of the future will require compatible data, equipment, and procedures. If materials stored at the records center are to be converted to microform it will be necessary that they be retrievable in a form that can be used by the components which have stored them in the first place.

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R. L. Bannerman
Deputy Director
for Support

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MEMORANDUM FOR: Executive Director-Comptroller
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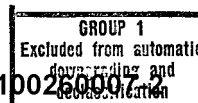
SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements. Recent developments in the information processing technology are interrelating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures. To provide for these developments we must first review the systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.

2. In order to identify the resources available I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this information from each of your components.

R. L. Bannerman
Deputy Director
for Support

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TRANSMITTAL SLIP		DATE 24 October 1969
TO: Mr. Bannerman via Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>Attached is rewrite of proposed memo to the Executive Director and the other Deputy Directors per our telephone conversation.</p> <p>Recommend your signature (4).</p> <p><i>RLB - Do you want to hold this until I hear responses to your 12 Oct memo?</i></p> <p><i>RHW</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION